Education Policy Development Process
New policies and policy revisions

- **Initiate**
- **Scope**
- **CEC* approval**
- **Develop**
- **Consult**
- **Confirm**
- **CEC* approval**
- **Revise**
- **Consult**
- **Confirm**
- **CEC* approval**
- **Approve**
  - **CEC* approval**
  - **Communicate**
  - **Implement**
  - **Monitor & Evaluate**
- **Determine scope of revision**
  - **Send to CEC* for approval**

*CEC – College Education Committee
Education Policy Development Process
New policies

**Initiate**
- Identify key objective of policy (in and out of scope)
- Align to AMC & MCNZ Standards (incl. risk assessment)
- Undertake gap analysis of internal and external policies
- Identify key stakeholder groups
- Establish timeframes

**Scope**
- Engage in policy research, including:
  - Legislative requirements
  - Literature review
  - Best practice
  - Focus groups (if needed)
- Prepare scoping paper based on findings
- Submit initiation brief and scoping paper to College Education Committee (CEC) for approval to develop policy

**Develop**
- Draft the policy based on scoping paper and stakeholder input
- Develop implementation, communication and support plans and consultation documentation

**Consult**
- Target consultation with relevant stakeholders
- Gain feedback on policy assumptions, clarity and logic of writing, structure and potential impact of implementing the policy
- Compile and analyse feedback

**Confirm**
- Review feedback received during consultation
- Prepare a report summarising response to stakeholder feedback and rationale
- If significant changes are made to the draft policy a second round of targeted consultation with stakeholders may be required to test proposed changes. Stakeholder groups can respond to peer review process within given time period

**Approve**
- The CEC:
  - Review approval brief, which documents that due process has been followed
  - Review policy and change implementation plans

**Communicate**
- Publish policy
- Commence communication activities to provide commensurate notice to all stakeholders
- This period may be used to develop support resources (such as training modules, templates, IT systems)

**Implement**
- Handover to relevant business unit(s) for implementation
- Education Policy to provide ongoing implementation support as needed

**Monitor & Evaluate**
- Monitor policy and related procedures
- Proceed policy revision as required
Education Policy Development Process
Policy revisions

Monitor & Evaluate
- Monitor policy and related procedures (ongoing)
- 6 months before policy is due for revision, proceed to active monitoring and evaluation, including:
  o Seek feedback from relevant stakeholders
  o Compile feedback into a report to the College Education Committee (CEC)
  o Analyse significance of feedback to determine if a revision is required
- Recommend to CEC:
  o Revision - proceed to Revise
  o No revision – if no significant feedback received

Submit proposal to CEC for approval

Revise
- Review the feedback received during Monitor & Evaluate
- Amend the policy in response to the feedback
- Conduct an impact assessment to determine the impact of the re-drafted policy
- Develop a change implementation plan

Consult
- Target consultation with relevant stakeholders
- Gain feedback on policy assumptions, clarity and logic of writing, structure and potential impact of implementing the policy
- Compile and analyse feedback

Confirm
- Review feedback received during consultation
- Prepare a report summarising response to stakeholder feedback and rationale
- Recommend the final draft of the revised policy to CEC

ELA:
- Review the feedback received during Monitor & Evaluate
- Amend the policy in response to the feedback
- Conduct an impact assessment to determine the impact of the re-drafted policy
- Develop a change implementation plan

Approve
- Review the approval brief, which documents that due process has been followed
- Review the policy and change implementation plans

The CEC:
- Review the approval brief, which documents that due process has been followed
- Review the policy and change implementation plans

Communicate
- Publish policy
- Commence communication activities to provide commensurate notice to all stakeholders
- This period may be used to develop support resources (such as training modules, templates, IT systems)

Implement
- Handover to appropriate business unit(s) for implementation
- Education Policy to provide ongoing implementation support as needed